

VACANCY ANNOUNCEMENT**ANNOUNCEMENT #M-06304****POSITION: DESK CLERK NF-02****SALARY: \$7.41 - \$10.00 PH****LOCATION: COMBINED BACHELORS' QUARTERS****OPEN: 12 AUGUST 2004****CLOSE: OPEN CONTINUOUS****AREA OF
CONSIDERATION: COMMUTING AREA**☒ Spouse Preference Eligible☐ Involuntary Separated Military☒ Regular Full-Time (35-40 Hours Per Week)☐ Regular Part-Time (20-34 Hours Per Week)☒ Flexible (0-40 Hours Per Week)☐ One-Time Basis☒ Establish Register☐ Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
 Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
 Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Receives requests and processes reservations using property management system to check-in guests, assign rooms, checkout guests and record charges/payments. Ensures guest is authorized to use facilities. Record and enter all reservations into the property management system if the room is available. Provide certificate of non-availability (CNA) and/or alternative lodging in the area. Responsible for the accountability of all room keys and other keys required for daily operations and submits inventory reports. Receive and is accountable for the change fund. Prepare Daily Activity Records (DAR) and deposit cash receipts at the end of each shift. Answer phones, transferring calls to appropriate individual and handles guest questions. Keeps the front desk area clean and neat in appearance. Perform other related duties as assigned.

QUALIFICATIONS:

A minimum of one year of experience that demonstrates knowledge of basic principles, concepts, standards, regulations and administration related to scheduling, coordination, operation and efficient utilization of government quarters. Must be proficient with word processing and spreadsheet software. Must be able to type by touch with speed and accuracy. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests. Knowledge and ability to control, account for and handle large amounts of cash. Incumbent must be able to access the base computer network.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.